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MEMORANDUM NO. 14

To: F.D.A. Cheese Graders

From: B. J. Ormodt, Senior Marketing Specialist, Inspection and Grading Division, Dairy & Poultry Branch.

Subject: Grader's Memorandums and Certificates Must Be Correct and Complete In Every Detail.

1. Errors and lack of all pertinent detail on cheese grading memorandums and certificates persist. Offices typing certificates should not release memorandums or certificates until carefully checked for accuracy and completeness.
2. Delay in issuing certificates has been the cause of considerable criticism from vendors. Certificates should be issued promptly upon receipt of the grader's memorandum and laboratory analysis. If the laboratory analysis is not received promptly, contact the F.D.A. laboratory to determine reason for delay.
3. It has come to our attention that in some instances graders have not forwarded samples to the laboratory promptly. It is the responsibility of the grader to see that all samples are sent to the laboratory not later than the day following date of grading.
4. In some instances the samples are arriving at the laboratory in bad condition due to lack of properly wrapping the sample or to using cans having loose covers or badly dented cans that may leak fat. Badly dented cans or cans having loose covers should not be used. The grader should personally wrap or supervise wrapping of samples for shipment and see that the sample is pre-cooled, and if shipped for a long distance dry ice should be used.
5. The grader's memorandum and the certificate must show complete breakdown according to grades, weight, type of boxes, and whether new or used. Also, if cheese is sold on dry or standard basis and whether cheese is white or colored. It is the responsibility of each grader to prepare a complete memorandum including all necessary information in detail. Memorandum must show F.D.A. number.
6. Example Showing Breakdown of Grades:

				<u>Marked</u> <u>Weight</u>	<u>Shrinkage</u>	<u>Contract</u> <u>Weight</u>	
40 boxes	C 1 new	C. Cheddars	3000	--	3000	U. S. #1	
110 boxes	C 1 new	W. Cheddars	8250	50-1/2	8199-1/2	U. S. #1	
60 boxes	E new	C. Cheddars	4500	--	4500	U. S. #1	
300 boxes	A 3 new	C. Cheddars	22500	40-1/4	22459-3/4	U. S. #2	
80 boxes	C 1 used	W. Cheddars	6000	1-3/4	5998-1/4	U. S. #2	
10 boxes	B new	W. Cheddars	750	--	750	U. S. #2	
600			45000	92-1/2	44907-1/2		

7. A "used" cheese box must be clean and sound, and have all old markings removed. Any abnormal condition such as soiled, presence of mold and broken or missing parts, broken wire ties or if old markings are not completely removed, must be noted on the memorandum and the certificate. When "used" boxes are included in a carlot, the grader should examine additional boxes to determine if samples offered for grading represent actual condition. Scale boards are required between cheese and on top and bottom of each box, and if any are missing this should be noted on the memorandum and certificate.

8. The D.P.M.A. Contract No., if available, should be listed on memorandums, certificates and on any amendments thereto.

9. D.P.M.A. are no longer requiring that contract weight be shown in full pounds. Therefore, actual fractions should be shown on the certificate in the summary and in the marked and net weight totals.

*B. J. Amundt*